MCR Director of Accounting, Systems, & Controls Job Profile

**Director of Accounting, Systems, & Controls**
This position will have a diverse set of responsibilities related to management of accounting, financial systems, and maintaining the overall control environment at MyCityRides. DASC will report to the Executive Director. Accounting Specialist will report to the DASC. Successful candidates will possess a passion for developing, implementing, and maintaining robust systems, processes, and procedures. The position will be full-time salaried and will be paid semimonthly. The starting salary for this position will be $75,000, based on experience. The work location for this position will be 3155 Summer Avenue, Memphis, TN 38112. Interested individuals should send their resume/information to careers@MyCityRides.org.

**Primary Responsibilities Include**
- Accounting
- System integration and compliance
- Financial Services vendor management
- Establishing and maintaining a robust control environment
- Management of Audits internal and third party
- Management of IT & Systems Coordinator and Accounting Specialist
- Risk Management
- Lead development, implementation, and documentation of policies and procedures
- Representing MyCityRides at community events as requested

**Key Skills**
- Work effectively with a wide range of individuals from diverse communities and backgrounds
- Ability to effectively motivate individuals and lead teams and projects
- Strong analytical and problem-solving abilities
- Research and provide recommendations on business operations solutions
- Excellent written and verbal communication abilities
- Strong organizational and project management skills
- Ability to work independently

**Experience/Qualifications**
- Salesforce/Accounting Seed experience strongly preferred
- Passion for Memphis
- Bachelor’s degree
- 10+ years experience
- TN Drivers License Class “M” Endorsement preferred